

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem. 2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the project. 3. The third step is to develop a plan or strategy to address the problem. This involves identifying the resources needed, the timeline, and the specific actions to be taken. 4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly. 5. The fifth step is to evaluate the results of the project. This involves comparing the actual outcomes with the objectives and goals to determine the effectiveness of the project. 6. The final step is to document the findings and lessons learned from the project. This helps to ensure that the information is shared and can be used to inform future projects.

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Class	Subclass	Date	Examiner ²

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